



सत्यमेव जयते

The Gujarat Government Gazette

EXTRAORDINARY

PUBLISHED BY AUTHORITY

Vol. LXV]

TUESDAY, AUGUST 13, 2024 / SRAVANA 22, 1946

Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

PART IV-B

Rules and Orders (Other than those published in Parts I, I-A, and I-L) made
by the Government of Gujarat under the Gujarat Acts

EDUCATION DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 9th August, 2024

THE GUJARAT PRIVATE UNIVERSITIES ACT, 2009.

No.GH/SH/42/EPU/2023/239/KH-1:- In exercise of the powers conferred by section 26 – of The Gujarat Private Universities Act, 2009 (Gujarat Act No. 8 of 2009), the Government of Gujarat hereby approves the First Statutes of the UPL University of Sustainable Technology, Bharuch as proposed by the Governing Body of the UPL University of Sustainable Technology, Bharuch in its meeting held on 29th April, 2022.

By order and in the name of Governor of Gujarat,

ANKUR UPADHYAY,

Under Secretary to Government.

PREAMBLE

UPL University of Sustainable Technology has been established by inclusion in the Schedule vide Section 3 (8) of Gujarat Private University Act 2009 (amended by Gujarat Act No. 15 of 2021) which came into force on 1st June 2021, vide Notification No. GH/SH/81/EPU/2020/10012020/KH-I dated 2/6/2021 of Government of Gujarat. It is empowered to confer degrees under Section 22 of UGC Act 1956.

UPL University of Sustainable Technology has been established by Ankleshwar Rotary Education Society to place Gujarat and India at one of the best education places of the World. UPL University of Sustainable Technology, the first university of Bharuch District, is a unique seat of Higher Education located amidst industries – small and big – near Ankleshwar, one of the biggest hubs of process industry in India. Recently established as a university but adequately experienced in technical education as a GTU affiliated Engineering College by the name Shroff. S. R. Rotary Institute of Chemical Technology (SRICT), UPL University is committed to industry focused education. The journey of UPL University started way back in 2011 with the establishment of SRICT conducting UG (B.E.) courses in engineering in affiliation with GTU and approval of AICTE, New Delhi. Very soon, it started the PG (M.E.) courses in Chemical and Mechanical engineering in 2015 followed by a PG (M.Sc.) course in Organic Chemistry in 2018 and that in Environmental Management in 2020. The forte of the institute is its expertise in excellent teaching practices, industry connects, and job placement to all its eligible students. Research and consultancy in environmental projects is another salient feature that has been cultivated by the management among faculty members in a relatively short span of time. Excellent academics and personal care of students have made them outshine, many others in the university exams with awards of University Gold Medals many times. We, at SRICT, are also serving many industries via our Schedule-I Environmental Audit Lab accredited by GPCB as well as through our NABL accredited environmental lab. NBA, the National Board of Accreditation, has accredited our courses of SRICT – Chemical Engineering and Environmental Science & Technology.

The institute, over a period of time, has developed two special industry focused courses. They are (i) Chemical Technology having four different specializations viz. Pharmaceutical Technology, Dyes & Pigments Technology, Polymer & Rubber Technology, and Glass & Ceramic Technology, (ii) Environmental Science & Technology. Both the disciplines of the UG course have a perfect blend of Chemistry, Chemical Engineering, and a concerned special Technology.

Ankleshwar Rotary Education Society is promoted by an International NGO, the Rotary Club of Ankleshwar, and strongly supported by the world-renowned Agrochemical doyen, UPL Ltd., the university is committed to work with a philanthropic approach to impart world class education to students in the fields of Science, Engineering, Technology, and Management. Using research in science and technology for building a sustainable future for all and developing youth power of India through skill development for good employment is the vision of the university. The university moving ahead in this direction with an unassuming support from other industries, such as Sajjan India Ltd., Zydus Cadila, GRP Ltd, BEIL Infrastructure Ltd., Gharda Chemicals, Colourtex Ltd., and many others in Bharuch District.

And as such a University, **UPL University of Sustainable Technology** has been established with

VISION

- ❖ To strive to be a world-class University to impart knowledge, quality education, conduct research for sustainable goals, and develop leaders required by allied industries.

MISSION

- ❖ To develop high quality technical education and personnel with sound footing on basic principles.
- ❖ To impart practical and scientific education for sustained development of students, faculty, staff and local as well as global industry.
- ❖ To provide transparent and good governance along with accountability in all respects.
- ❖ To impart high quality flexible training by benchmarking world class universities and to meet future demands of society and industry.
- ❖ To work hard to solve problems of society and industry through research, innovation, and sustainable technology.
- ❖ To develop diverse curricula and training programs so as to offer wide choice to students to take up career in industries, service organizations and consultancy services.

- ❖ To give practical knowledge to students through interaction with industry.
- ❖ To mentor students for entrepreneurship and develop future leaders.

Programs offered and to be offered by UPL University of Sustainable Technology fall under the ambit of different Institute are as follows;

- **Shroff S. R. Rotary Institute of Chemical Technology**
Certificate Courses, Diploma Engineering, B. E, M. E. and Ph D Programs
- **SRICT Institute of Science & Research**
Certificate Courses, B.Sc., M.Sc. and Ph D. Programs
- **UPL Centre of Excellence in Process Safety**
Postgraduate Diploma Program in Process Safety
Master of Engineering in Process Safety
- **UPL Institute of Management (Proposed)**
Certificate Courses, MBA, PGCM, PGDBM, and Ph.D.
- **UPL Skill Development Centre (Proposed)**
Certificate Courses, Training, Workshop

Definitions and Interpretation

1.1 In these Statutes : -

- 1.1.1 “Act” means the Gujarat Private Universities Act, 2009 as amended by the Gujarat Private Universities (Amendment) Act, 2021;
- 1.1.2 “Authority” means each of the Authorities mentioned in sub-section 2.7;
- 1.1.3 “Institute” means an Institute of the University consisting of one or more Departments;
- 1.1.4 “Program” means an area of teaching or research offered by University under their institute;
- 1.1.5 “Department” means a teaching or research department of the University (the name of which may include the word Department but which may describe the Department in some other appropriate way);
- 1.1.6 “Ordinances” means Ordinances made pursuant to the Actor to Statutes;
- 1.1.7 “University Officer” means each of the University Officers mentioned in sub-section 2.8;
- 1.1.8 “Regulations” means regulations made pursuant to the Act, Statutes or to Ordinances;
- 1.1.9 “Sponsoring Body” means The Ankleshwar Rotary Education Society;
- 1.1.10 “Staff” means all employees of the University and its conglomerate Institutes, academic and non-academic;
- 1.1.11 “Statutes” means the Statutes of the University;
- 1.1.12 “Student” means any student registered as such with University for the time being;
- 1.1.13 “University” means the UPL University of Sustainable Technology.
- 1.2 Footnotes are for information only and do not form part of the Statutes.
- 1.3 References to sections or sub-sections are, except where the context otherwise requires, to sections or sub-sections of the Statutes.
- 1.4 Words importing the masculine include the feminine and, unless the context otherwise requires, words in the singular shall include the plural and words in the plural shall include the singular.

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CHAPTER – I
AUTHORITIES OF THE UNIVERSITY

- U/s. 19 of the Act 2009** **S.1** The following shall be the authorities of the University
- (a) The Governing Body
 - (b) The Board of Management
 - (c) The Academic Council
 - (d) Such other authorities as may be constituted by President of the University with the permission of Sponsoring Body.
- u/s. 20 of the Act 2009** **S.2 The Governing Body**
- Constitution of the Governing Body**
- u/s. 20-1 of the Act 2009** **S.2.1** The Governing Body of the University shall consist of the following members, namely :
- i. The President
 - ii. The Provost
 - iii. Four persons to be nominated by the sponsoring body out of whom two shall be eminent educationists.
 - iv. Two Deans or Directors of the constituent schools or centers of the University, by rotation, to be nominated by the Provost;
 - v. One expert of Management or Information Technology from outside the University to be nominated by the Governing Body;
 - vi. Three experts representing other disciplines such as finance, legal, social sector to be nominated by the Governing Body;
 - vii. One eminent industrialist to be nominated by the Governing Body; and
 - viii. Secretary to the Government of Gujarat, Higher and Technical Education or his/her representative not below the rank of Deputy Secretary to Government or the Deputy Commissioner - ex- officio.
- S.2.2** The President shall be the Chairperson of the Governing Body
- S.2.3** The Registrar shall be the Member Secretary of the Governing Body. (s)he shall be responsible for circulation of agenda, minutes and keeping all records of the meetings but he or she will not have a right to vote.
- S.2.4** i. Save as otherwise provided in this section, the term of nominated members of the Body shall be three years from the date of nomination.
- ii. An ex-officio member shall continue to be the member so long as (s) he holds the office by virtue of which (s) he is such a member.
- iii. As nearly as one third of the nominated members, except the ex-officio member shall retire by rotation each year. In the first two instances, the Body may decide the procedure to identify the members who will retire.

- iv. A member may be re-nominated for the next term.
- v. A member may resign his/her office by writing under his hand, addressed to the Chairperson, but (s)he shall continue in office until his/her resignation has been accepted by the Chairperson

Powers and Functions of the Governing Body

- S.2.5 The Governing Body shall be the supreme authority of the University. All the movable and immovable properties of the University shall vest in the Governing Body. **u/s.20-4 of the Act 2009**
- S.2.6 The Governing Body shall have the following powers and functions, namely :
- i. To appoint the Provost
 - ii. To provide general superintendence and directions and to control the functioning of the University by using all such powers as are provided by the Act, Statutes, Ordinances, Regulations or Rules;
 - iii. To review the decisions of other authorities of the University and ensure conformity with the provisions of the Act or the Statutes, Ordinances, Regulations or Rules made thereunder;
 - iv. To approve the budget and annual report of the University;
 - v. To lay down the extensive policies to be followed by the University;
 - vi. To recommend to the sponsoring body about the voluntary liquidation of the University;
 - vii. To take up, deliberate and take decisions on all the matters pertaining to the growth and development of University towards the fulfillment of the objects of the University;
 - viii. To prepare the first statutes and get it submitted to the State Government for its approval;
 - ix. To exercise such other powers as may be prescribed by the Statutes from time to time;
- S.2.7
- i. Meetings of the Governing Body(GB) shall be held in the University Premises unless the President otherwise directs;
 - ii. The President, or in his/her absence the Provost, or in the absence of both, a member unanimously nominated from among the members will be the Chairperson of that meeting only;
 - iii. The decisions shall be taken by the Chairperson, based on consensus. However, if required, the Chairperson may take decision based on majority; But the decision should not be related to policy matters
 - iv. A special meeting of the GB may be requisitioned by a member/s if agreed upon by the President to consider a proposal. The Registrar shall give notice of 10 days for such a meeting, forwarding agenda to the members along with the names of the members who has/have requisitioned the meeting;
 - v. The President shall have the right to invite eminent persons in the Governing Body as per the requirements of the University.
- Section 20 (5) and Section 15 (1) of Gujarat Private University Act 2009**

- u/s.20-6 of the Act 2009 S.2.8 The Governing Body shall meet at-least three times in a Calendar Year.
- u/s.20-7 of the Act 2009 S.2.9 Minimum four members shall form quorum for a meeting of the Governing Body.

S.3 Board of Management

u/s.21 of the Act 2009

Constitution of the Board of Management

- u/s.21-1 of the Act 2009 S.3.1 The Board of Management of the University shall consist of the following members, namely :
- i. The President;
 - ii. The Provost;
 - iii. Two members of the Governing Body, to be nominated by the Sponsoring Body;
 - iv. Two persons, who are not the members of the governing Body, to be nominated by the Sponsoring Body;
 - v. Three persons from amongst the faculty members of the University, to be nominated by the Sponsoring Body; and
 - vi. One faculty member, to be nominated by the President;
 - vii. The President/Provost shall have the right to invite eminent persons to the meetings of Board of Management as per the requirements of University.
- u/s.21-2 of the Act 2009 S.3.2 The President shall be the Chairperson of the Board of Management. Provided that President may at his/her discretion, nominate any other member of the Governing Body to be the Chairperson of the Board of Management.
- S.3.3 The Registrar shall be the Member Secretary of the Board of Management. (s)he shall be responsible for circulation of agenda, minutes and keeping all records of the meetings but he or she will not have a right to vote .
- S.3.4 The Board of Management shall meet at least once in every two months.
- u/s.21-5 of the Act 2009 S.3.5 Minimum four members will form quorum for a meeting of the Board of Management.

Powers and Functions of Board of Management

- S.3.6 The powers and functions of the Board of Management shall be as under :
- i. The Board of Management will be responsible for overall execution of plans, policies and activities of the University.
 - ii. To provide for the administration of any necessary matter occurring at the University and to make regulations thereof;
 - iii. To frame Statutes of the University, other than the First Statutes and put it for the approval of the Governing Body;
 - iv. To consider, review and approve the Ordinances other than the First Ordinances as recommended by the Academic Council which after being approved by BoM shall be submitted to the state government for the approval.
 - v. To consider and approve Regulations submitted by Such Authorities of the University which have been authorized by Board of Management to do so.

- vi. To appoint Committees to carry out administrative work as required.
 - vii. To make recommendations about the policies and other such matters to the Governing Body.
 - viii. To get prepared and endorse, annual accounts and annual report, budgets, financial projections, etc. and put to Governing Body for further approval.
 - ix. To consider the creation of posts for different categories of employees and recommend to Governing Body for further approval.
 - x. To make provision for instituting and conferring degrees, honorary degrees, diplomas, certificates and other academic distinctions.
 - xi. To make provision for remove the name of any person from the register of graduates or withdraw from any person a diploma or other academic distinctions.
 - xii. To consider, review and make provision(s) for instruction, teaching and training in such branches of learning and course of study as may be recommended by the Academic Council and for the advancement of research and dissemination of knowledge.
 - xiii. To institute and administer scholarships, fellowships, medal, prizes and other such awards.
 - xiv. To formulate appropriate policies regarding service conditions of officers and other employees of the University and for smooth running of the University.
 - xv. The policy should be in accordance of with the guidance of the government, UGC and regulatory bodies
- S.3.7
- i. Meetings of the Board of Management shall be held in the University Premises unless the President otherwise directs;
 - ii. In absence of the Chairperson, Provost, or in the absence of both, a member unanimously nominated from among the members will be the Chairperson of that meeting only;
 - iii. The decisions shall be taken by the Chairperson, based on consensus. However, if required, the Chairperson may take decision based on majority; But the decision should not be policy matters
 - iv. The President shall have the right to invite eminent persons in the Board of Management as per the requirements of the University.

S.4 Academic Council

u/s.22 of the Act
2009

Constitution of the Academic Council

u/s.22-1 of
the Act 2009

- 5.4.1 The Academic Council of the University shall consist of the following members, namely:
- i. The Provost of the University, (ex-officio) shall be the Chairperson of the Academic Council;
 - ii. All Deans of the University(*ex-officio*);
 - iii. Heads of the Centers involved in Academic and Research activities;

- iv. Three eminent academicians and three eminent professionals outside the University to be nominated by the Governing Body;
- v. One member from the Governing Body to be nominated by the President;
- vi. One member from the Board of Management to be nominated by the President;
- vii. One Advisor to the University to be nominated by the President;
- viii. Heads of the Institutes(ex-officio);
- ix. The Provost shall have the right to invite eminent persons to the meeting of Academic Council as per the requirements of University

U/s Sec.16(3)

S.4.2 The Registrar shall be the Member Secretary of the Governing Body, the Board of Management and Academic Council but he or she will not have a right to vote.

S.4.3 The term of office of the members of the Academic Council other than Ex-Officio members shall be of three years.

Powers and Functions of the Academic Council

S.4.4. The following will be the powers and functions of the Academic Council.

- i. The academic council shall be the principal academic body of the University and shall, subject to the provisions of the Act, the Statutes, the Ordinances and the rules made the under, co-ordinate and exercise general supervision over the academic policies of the University;
- ii. To play a proactive role in the development and implementation of academic programmes;
- iii. To recommend to the Board of Management introduction of new academic programmes and/or modifications in existing programmes;
- iv. To foster and promote research and innovation;
- v. To be responsible for the formulation, maintenance and improvement of standards of pedagogy, education, evaluation, research, consulting and extension and other academic activities of the University;
- vi. To consider matters of academic nature either on its own initiative or on a reference from the various bodies of the University or any academic institution or department or faculty member of the University and to take appropriate action there on;
- vii. To consider and approve the decisions taken by Faculty Board and Research Council;
- viii. To maintain linkages and collaborate with educational or other institutions in any part of the world having objects wholly or partially similar to those of the University, through exchange of students, researchers, faculty and staff;
- ix. To make recommendations to Board of Management regarding instituting and maintaining scholarships, fellowships, medals, prizes and other such awards;

- x. To make subsequent ordinances other than the first ordinance and submit the same to Board of Management for further approval;
To exercise such other powers and perform such other functions as may be delegated by the Governing Body/ Board of Management.
- xi. To provide guidance about various Academic and Research related schemes and grants.
- xii. Focusing on placements of the students, guiding for higher studies, encouraging students for innovation, 360 degree development.

S.4.5 The Academic Council will ordinarily meet twice in a year and at other times when convened by Provost.

S.4.6 The Provost will be the Chairperson of the meetings of Academic Council. In absence of the Provost, a member unanimously nominated by the present members of the Academic council, will preside over the meeting.

S.4.7 One third of the members will form the quorum for the meeting. Usually the decisions will be taken unanimously; however, If required, the decisions will be taken by majority.

S.5 Finance Committee

S.5.1 Constitution of Finance Committee

The Finance Committee of the University shall consist of the following members, namely :

- i. The President
- ii. The Provost
- iii. Chief Finance Officer
- iv. Registrar
- v. Deans of faculties and Directors of CoE or Heads
- vi. Two persons to be nominated by the sponsoring body out of which one shall be eminent financial expert.
- vii. Internal Auditor of University
Any Invitees by the permission of the Provost

S.5.2 Power and Functions of the Finance Committee.

- To manage financial affairs of the University
- The power delegated by the Governing body
- Budget preparation
- Internal & Statutory Audit of the University
Statutory Compliances of the University

S.5.3 The Finance Committee will ordinarily meet thrice in a year and at other times when convened by President.

S.5.4 The President will be the Chairperson of the meetings of Finance Committee. In absence of the President, the provost shall preside over the meetings.

S.5.5 One third of the members will form the quorum for the meeting. Usually the decisions will be taken unanimously; however, if required, the decisions will be taken by majority.

A person shall be disqualified for being a member of any of the authorities or bodies of the University, if-

- (a) S(he) is of unsound mind and stands so declared by a competent court.
- (b) S(he) is an un-discharged insolvent.
- (c) S(he) has been convicted of any offense involving moral turpitude.
- (d) S(he) is conducting or engaging himself in private coaching with or without pecuniary gain; or
- (e) S(he) has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.

No act or proceedings of any authority of the University shall be invalid merely by reason of any vacancy in or defeat in the constitution of any authority or body of the University.

CHAPTER – II

OFFICERS OF THE UNIVERISTY

S.6 The President

u/s.14-1(3) of the
Act 2009

Appointment and term of office:

- (a) The President shall be appointed by the Sponsoring Body in constituted with the state government for the period of three years.
- (b) The President shall hold office for a period of three years. Provided that, after the expiry of the term of three years, the incumbent shall be eligible for re-appointment for another term of three years, in accordance with (a) above.
- (c) The President shall continue to hold office even after the expiry of his/her term till a new President takes charge of the office. But in any case this period shall not exceed one year.

The President shall have the following duties and powers

- (i) The President shall be the head of the University and enjoy such powers as mentioned hereinafter and as elaborated under section 14 of Gujarat Private Universities Act, 2009.
- (ii) The President shall preside over the meetings of the Governing body.
- (iii) The President shall be the Chairperson of the Board of Management.
- (iv) The President shall preside over the convocation of the University for conferring Degrees, Diplomas or other Academic titles/distinctions.
- (v) The President shall have powers to nominate any member from Governing body to be the Chairperson of the Board of Management.
- (vi) The President shall have powers to call for any information from any authority of the University.
- (vii) The President shall have powers to institute an inquiry as and when deemed appropriate by the President.
- (viii) The President may appoint the first provost for a period of one year or until the regular provost appoint “under this section whichever is earlier”.
- (ix) The President shall have powers to remove the Provost in accordance with subsection (6) of section 15 of the Act.

- (x) The President shall provide general guidance and directions for laying down policies for the functioning of the University by using all such powers as are provided by the Act or the statutes, or ordinances or regulations or rules made there under.
- (xi) The first ordinances of University shall be made by the President which after being approved by the Board of Management, shall be submitted to the State Government for its approval. These powers shall be exercised as per the provisions of section 28 (2) of the "Gujarat Private University Act-2009".
- (xii) The President shall have such other powers as may be given by the Governing Body which are in consonance with the provision of the Act, statutes, ordinance and regulations of the University.
- (xiii) The President shall be the final authority in case any decisions taken in emergency by the Provost are questioned in any University Bodies.
- (xiv) The President shall be purely an honorary functionary entailing no direct or indirect monetary benefits
- (xv) The President shall have rights to attend any meeting of the university with prior intimation and permission.

S.7 The Provost

S.7.1 Appointment and term of office

**u/s.15 of the
Act 2009**

- (a) The Provost shall be appointed by the Governing Body out of a panel of three persons recommended by the Search Committee consisting of the following members, and shall subject to the provisions of section 15/6 of the Act, hold office for a term of three years :
 - i. An eminent professional nominated by the Board of Management;
 - ii. An eminent educationist nominated by the Board of Management; and
 - iii. One member of the Board of Management nominated by the President
- (b) Provided that, after expiry of the term of three years, a person shall be eligible for re-appointment as Provost for another term of three years;
- (c) Provided further that a Provost shall continue to hold the office even after expiry of his/ her term till the new Provost takes charge of the office, but in any case this period shall not exceed one year under Section 15(1) (iii) of the act.

Provided also that the president may appoint first Provost for a period of one year or until the regular Provost is appointed under this section whichever is earlier.

S.7.2 Qualifications and Pay Scale

The qualification, pay scale and other emoluments attached to the post shall be as prescribed by Governing Body and shall not be less than the norms prescribed by the UGC from time to time.

The Provost have the following duties and powers

- S.7.3 (a) The Provost shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- (b) Whenever in the opinion of the Provost it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Act/ Statutes, (s) he may take such actions as he deems necessary and shall at the earliest opportunity thereafter report his/her action to such officer or authority as would have in the ordinary course dealt with the matter.
- Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Provost, then such case shall be referred to the President, whose decision shall be final:
- Provided further that where any such action taken by the Provost affects any person in the service of the University, such person shall be entitled to, within three months from the date on which such action is communicated to him/her, appeal to the Board of Management and it may confirm or modify or reverse the action taken by the Provost.
- (c) Where, in the opinion of the Provost, decision of any authority of the University is not within the powers conferred by this Act or the Statutes, the Ordinances, the Regulations or the rules or is likely to be prejudicial to the interests of the University, (s)he shall request the concerned authority to revise its decision in the next meeting and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the President and his/her decision thereon shall be final.
- (d) The Provost shall exercise such powers and perform such other functions in accordance with the Statutes or the Ordinances.
- (e) The President may, on representation made or otherwise and after making such inquiry as may be necessary and is of the opinion that the continuance of the Provost in office is not in the interests of the University, by an order in writing stating the reasons therein, direct the Provost to relinquish his/her office from the date specified in the order.
- (f) Provided that before taking an action as above, the Provost shall be given an opportunity of being heard.

u/s.16 of the
Act 2009

S.8 The Registrar**S.8.1 Selection Committee**

The Registrar shall be appointed by the Chairperson of the Sponsoring body on the recommendations of a Selection Committee constituted for the purpose and consisting of:

- i. The Provost(Chairperson)
- ii. One Member nominated by Chairman, Sponsoring Body

- iii. Three experts nominated by the President
- iv. One person nominated by the Governing Body from amongst the Members

S.8.2 Quorum

Three members of whom two must be experts nominated by the President shall constitute a quorum of the Selection Committee.

S.8.3 Qualifications and Pay Scale

The qualification, pay scale and other emoluments attached to the post shall be as prescribed by Board of Management and shall not be less than the norms prescribed by the UGC from time to time.

S.8.4 Conditions of Service

The conditions of Service including probation, age limit, leaves, etc. of the Registrar shall be as may be prescribed by the Governing Body of University and in accordance with the UGC from time to time.

S.8.5 The Duties and Power of Registrar

- i. To be the custodian of the Common Seal, buildings, gardens, records, library and such other property/ assets of the University;
- ii. To act as Member Secretary to the Governing Body, the Board of Management, the Academic Council, the Committee of Selection for appointment of Teachers, Technical and Administrative Staff of the University and to such other Boards or Committees as may be appointed from time to time and to keep minutes thereof; But he shall not have the rights of voting.
- iii. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- iv. S(He) shall be responsible for conduct of all legal matters and proceedings on behalf of the University.
- v. S (He) shall place before the Board of Management and other authorities of the University, all such information as may be necessary for transactions of its business.
- vi. S(He) shall be responsible to the Provost for the proper discharge of his/ her functions and maintenance of discipline in the University.
- vii. S(He) shall subject to the control of the Provost, be responsible for the administration and services of the University and make all other arrangements necessary thereof and be responsible for the execution of all processes connected therewith.
- viii. S(He) shall exercise such other powers and perform such other duties as may be assigned to him/ her under the Act, Statutes, Ordinances or Regulations or as may be delegated to him/her by the President, Board of Management or the Provost.

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Act 2009

S.9 Chief Finance and Accounts Officer

S.9.1 Selection Committee

The Chief Finance and Accounts Officer shall be appointed by the President on the recommendation of a Selection Committee constituted for the purpose and consisting of:

- i. The Provost, Ex-officio, (Chairman)
- ii. Three experts nominated by the President
- iii. One person nominated by the Governing Body from its members

S.9.2 Quorum

Three members of whom two must be experts nominated by the President shall constitute a quorum.

S.9.3 Qualifications and Pay Scale

The qualification, pay scale and other emoluments attached to the post shall be as prescribed by Board of Management and shall not be less than the norms prescribed by the UGC from time to time.

S.9.4 Conditions of Service

The conditions of Service including probation, age limit, leaves, etc of the Chief Finance and Accounts Officer shall be as may be prescribed by the Board of Management and in accordance with the UGC from time to time.

S.9.5 The Duties of the Chief Finance and Accounts Officer shall be as follows:

- i. To prepare annual accounts and get it audited;
- ii. To prepare budget for the next accounting year and to monitor its utilization;
- iii. To maintain day to day accounts and to ensure proper maintenance of books of accounts and other records like the income and expenditure accounts and the balance sheets;
- iv. To take action in any matter relating to Fund raising and fund utilization for the University;
- v. To take action in all accounting and financial matters of University;
- vi. To ensure the maintenance of records of assets of University, buildings, land, equipment and machinery etc.;
- vii. To perform such other duties as may be, from time to time, prescribed by the University Authorities.

CHAPTER -III

ADMISSION AND ENROLMENT OF STUDENTS

S.10 University will notify the Policy for admission, including reservation of seats etc. as prescribed by the Ordinances/ Regulations of University from time to time.

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Act 2009

S.11 For enrolment as a student for the Programmes offered by the University, one has to satisfy conditions of Enrollment as prescribed by the Ordinances/Regulations from time to time.

CHAPTER - IV**FEEES TO BE CHARGED FROM THE STUDENTS AND AWARDING SCHOLARSHIPS ETC.****S.12 S.12.1 Fees to be Charged from the students**

The Tuition, Enrollment, Registration, Gymkhana, Library, Exam and other fees for students of University shall be as prescribed by the Governing Body from time to time. The university will be bond to follow the norms of Government of Gujarat laid for Private Universities.

S.12.2 Scholarships, Fellowship and Exemption from payment of Tuition Fees

The Scholarship, Fellowship and exemption from payment of Tuition Fees and other such initiatives shall be as prescribed by the Governing Body from time to time.

CHAPTER V**EXAMINATION, EVALUATION & GRADING SYSTEM**

S.13 Policy for examination and evaluation system shall be as prescribed by the Ordinances/ Regulations of University from time to time.

S.14 Policy for Result and Grading shall be as prescribed by the Ordinances/ Regulations of University from time to time.

CHAPTER-VI**CONFERMENT OF DEGREES**

S.15 The University shall confer Degrees or Diplomas or Certificates or other academic titles and distinctions to the persons who have fulfilled all the requirements of the University for such degrees or diplomas and certificates or other academic titles and distinctions. Such degrees or diplomas or certificates may be conferred /awarded at the Convocation either in person or in absentia.

S.16 The Convocation for conferring degrees shall be held ordinarily in a year as decided by the Board of Management/ Governing Body of University and to be approved by sponsoring body of University for approval of Degrees.

S.17 The Governing Body, on the recommendation of the Dean of each Faculty, or in his/her absence the Senior Member of the Faculty, shall pass the necessary graces for conferment of the degrees. The President on behalf of the University shall confer the degrees upon the persons or recommended and approved by the Governing Body. The degrees to be conferred shall be as under:

(a) **Under Shroff S.R. Rotary Institute of Chemical Technology**

- (1) Diploma Engineering – Diploma Engineering
- (2) Bachelor of Technology - B.E.
- (3) Master of Technology - M.E.
- (4) Post Graduate Diploma
- (5) Post Graduate Certificate
- (6) Doctor of Philosophy –Ph.D.
- (7) Any other degree, diploma or certificate as approved by Governing Body

(b) **Under SRICT Institute of Science & Research**

- (1) Bachelor of Science –B.Sc.
- (2) Master of Science –M.Sc.

- (3) Doctor of Philosophy –Ph.D.
- (4) Any other degree, diploma or certificate as approved by Governing Body

CHAPTER –VII

WITHDRAWAL OF DEGREE OR DIPLOMA

S.18 The President may, on the recommendation of the Board of Management remove the name of any person from the register of graduates or with draw from any person a diploma or other academic distinctions if(s) he has been convicted by a court of law of any offence which, in the opinion of Board of Management, is a serious offence involving moral turpitude or if (s)he has been guilty of disgraceful conduct.

CHAPTER – VIII

RESOURCE GENERATION AND ITS AVENUES

S.19 For pursuance of its objectives the university shall explore and institutionalize Resource generation avenues like:

- a) Fees and other charges
- b) Contributions from Sponsoring body
- c) Any income received from Consultancy, Product development, Patent, Royalty and other such work undertaken by University
- d) Trusts, bequests, donations, endowments and any other grants; and
- e) Other such sums to be received by University.

S.19.1 The conditions for institutionalizing resource generation avenues shall be as prescribed by Board of Management and approved by Governing Body from time to time.

CHAPTER -IX

ANNUAL ACCOUNTS AND FINANCIAL ESTIMATES

- S.20**
- i. The Finance Committee shall get prepared and approve the Annual Budgets and financial estimates of the University and get it approved by the Governing Body before commencement of new Financial year;
 - ii. The Finance Committee shall get prepared, audited and approve the annual accounts of the University within 6 months of the end of the financial year and shall get it further approved by Governing Body;
 - iii. A copy of the annual accounts together with the Audit report shall be submitted to the State Government within 6 months of the end of the financial year.;
- The financial year of the University shall be from 1st April to 31st March of every year.

CHAPTER – X

CONDITIONS OF SERVICE, QUALIFICATION AND PAY SCALE OF THE TEACHING AND NON TEACHING STAFF

S.21 University will follow rules and regulation of UGC and Government of Gujarat for recruitment, selection and Pay scale. University will notify the Qualifications, Pay Scale of the Teaching and Non-teaching staff, the manner of recruitment and the terms and conditions of employment as prescribed through the Ordinances from time to time.

CHAPTER -XI
STUDENT CENTRIC POLICIES

- S.22** University will notify student related policies for execution of academic, research and innovation through the ordinances and regulation from time to time

CHAPTER -XII
DISCIPLINARY PROCEDURE

- S.23** a) University will follow rules of UGC and Government of Gujarat for Anti-Ragging, Grievance Redressal Mechanism, Internal Complaint Committee etc. for students and staff of university. University will notify the procedure for instituting an inquiry committee in cases of misconduct on the part of employees and students and also the procedure for arbitration in cases of disputes as prescribed through the ordinances and regulations from time to time.
- b) The university will form all the mandatory committees as per the guidelines of UGC like Women Harassment Cell, SC/ST Cell etc.

CHAPTER -XIII
CHAIRMAN EMERITUS : HONORARY POSITION OF THE UNIVERSITY

S.24 Appointment and Term of the Position

- a) The Chairman Emeritus to be appointed from Shroff Family/UPL Limited by Sponsoring Body.
- b) The Chairman Emeritus will hold the office for a period of three years. Provided that, after expiry of the term of three years, the incumbent shall be eligible for re-appointment for another term of three years, in accordance with (a) above.
- c) The Chairman Emeritus shall continue to hold office even after the expiry of his/her term till a new Chairman Emeritus takes charge of the office. But in any case this period shall not exceed one year.

CHAPTER -XIV
ADVISORY BOARD OF THE UNIVERSITY

S.25 Appointment

- a) The Sponsoring Body of the University will appoint some prominent people as per the need of the university to achieve the stated Vision and Mission of the University.
- b) The chairman of the board will be appointed by the sponsoring body from UPL Limited/Shroff Family.
- c) The Board will meet for 2 times in a Year and the quorum of the meeting should be 4.

